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#### PERSONNEL

The authorized strength of the Office of Training provides for instructors, educational specialists, administrative and support personnel.

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The table of organization includes a Junior Officer Training Unit with an authorized strength of ■ junior officers who are selected on the basis of outstanding qualifications and high potential for the intelligence profession. They are trained and prepared for their projected assignments, and placed in the component of CIA where they will be able to best serve the intelligence effort.

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## TRAINING STANDARDS

The concept of centralized training gives due recognition to the principle that "training" and "operations" are, both in theory and in practice, interdependent and mutually supporting.

As a service component of CIA, the Office of Training endeavors to ensure that the training effort responds at all times to the established and changing requirements of the various components of the Agency. It is the responsibility of the individual components to establish training standards for their personnel and to make known their training needs.

Examples of present training standards established for personnel of two CIA components to perform specific assignments are shown on the accompanying chart.

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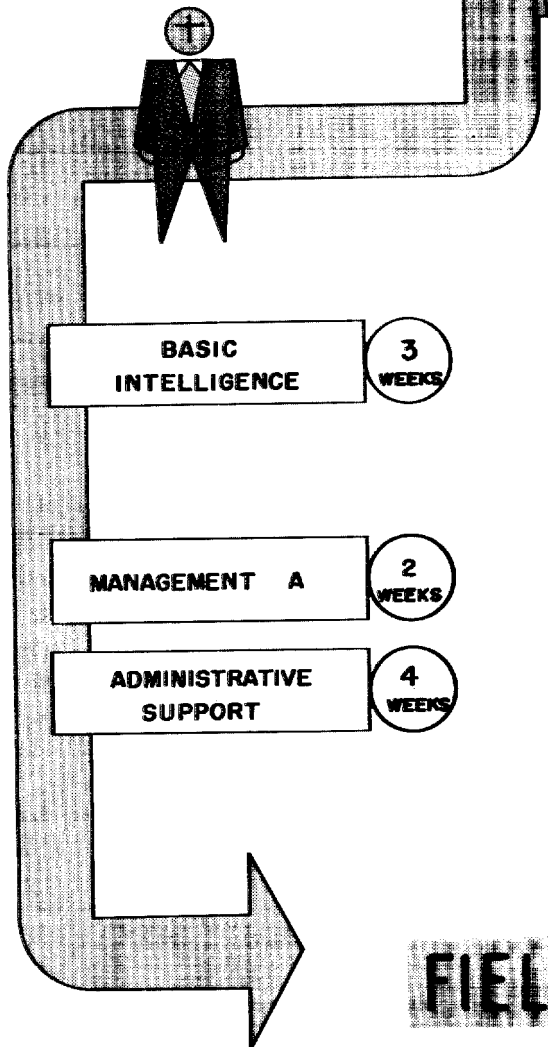
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## EXAMPLES OF INDIVIDUAL TRAINING PROGRAMS

JOB ASSIGNMENT

DDA ADMIN - OFFICER



FIELD

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## TRAINING COURSES

### HEADQUARTERS - BASIC COURSES

BASIC INTELLIGENCE COURSE  
ADMINISTRATION COURSE  
ADMINISTRATIVE SUPPORT COURSE  
BASIC REFRESHER COURSE  
CLERICAL TRAINING  
HUMAN RESOURCES  
BASIC MANAGEMENT  
INSTRUCTOR TRAINING  
DDI INTERMEDIATE COURSE  
COMMUNISM, INTRODUCTORY HISTORY & THEORY  
READING IMPROVEMENT  
AREA TRAINING  
LANGUAGE TRAINING

### SPECIALIZED COURSES

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BASIC COUNTERESPIONAGE  
ADVANCED COUNTERESPIONAGE  
OPERATIONS SECURITY  
CLANDESTINE PSYCHOLOGICAL WARFARE  
ANTI-COMMUNIST OPERATIONS

ORDER OF BATTLE  
WAR PLANS STAFF OFFICERS' COURSE  
REPORTS WRITING

### FIELD BASIC COURSES

PHASE II - TRADECRAFT  
PHASE III - OPERATIONS

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### SPECIALIZED COURSES

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TIES

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SUPPORT OF OVERSEAS TRAINING PROJECTS

Although the Office of Training does not have responsibility for the training of personnel in overseas areas, it is constantly called upon to provide support for such projects. The support includes training documents (lesson plans, lectures, manuals, handout sheets, etc.), training aids (charts, books, films, etc.), and the services of instructors.

The types of training material requested are frequently unsuitable for overseas training since they are developed for specific instructional purposes in the programs of this Office. This Office welcomes the requests made by DD/P components for assistance from its instructors in overseas training projects. This provides opportunity for non-operationally experienced instructors to gain first-hand knowledge and experience in the field.

The Office of Training has provided substantial support in materials and personnel for overseas training. A breakdown of the support rendered to the operating divisions in FY 1954 is shown in the accompanying table.

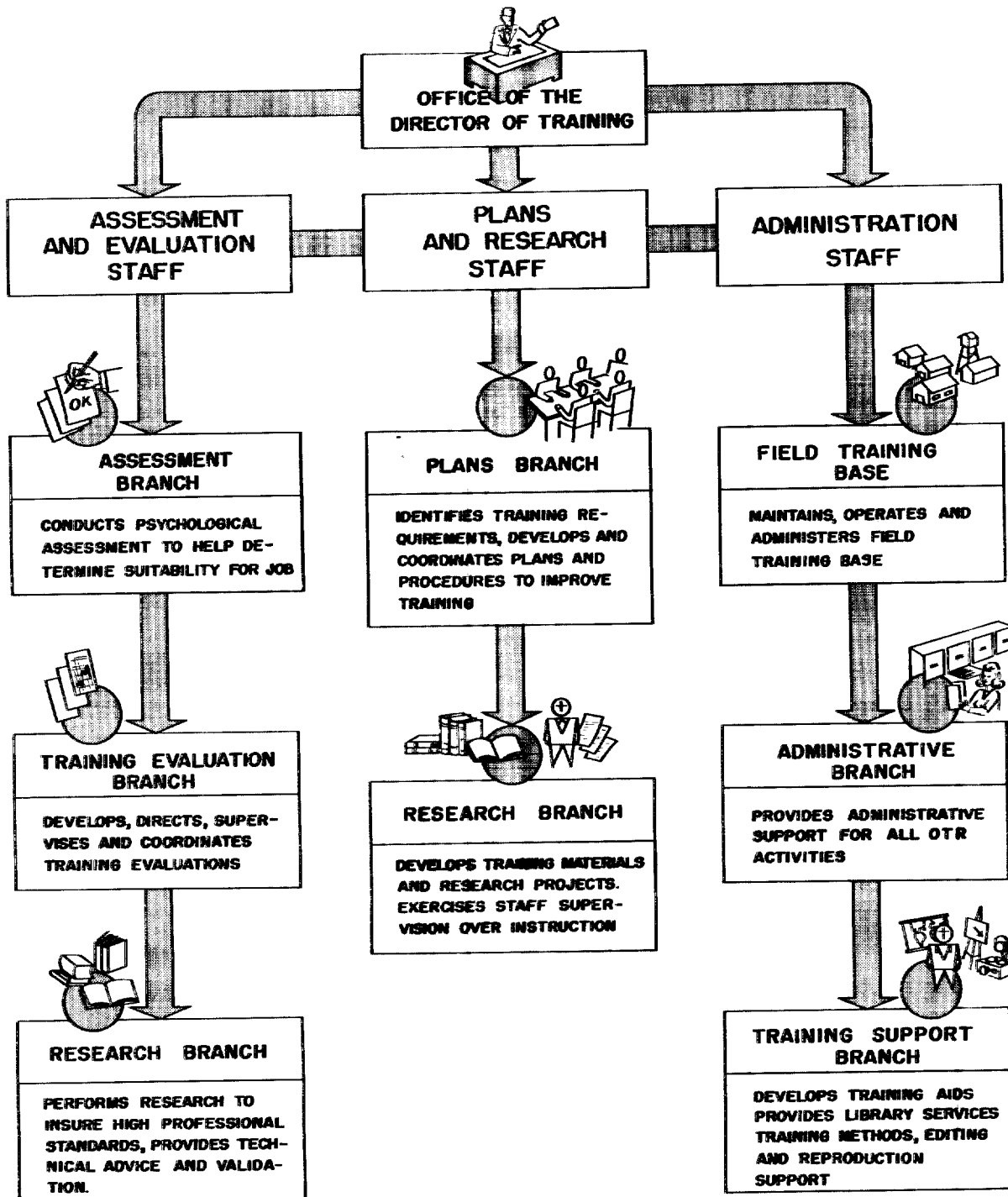


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## STAFF FUNCTIONS

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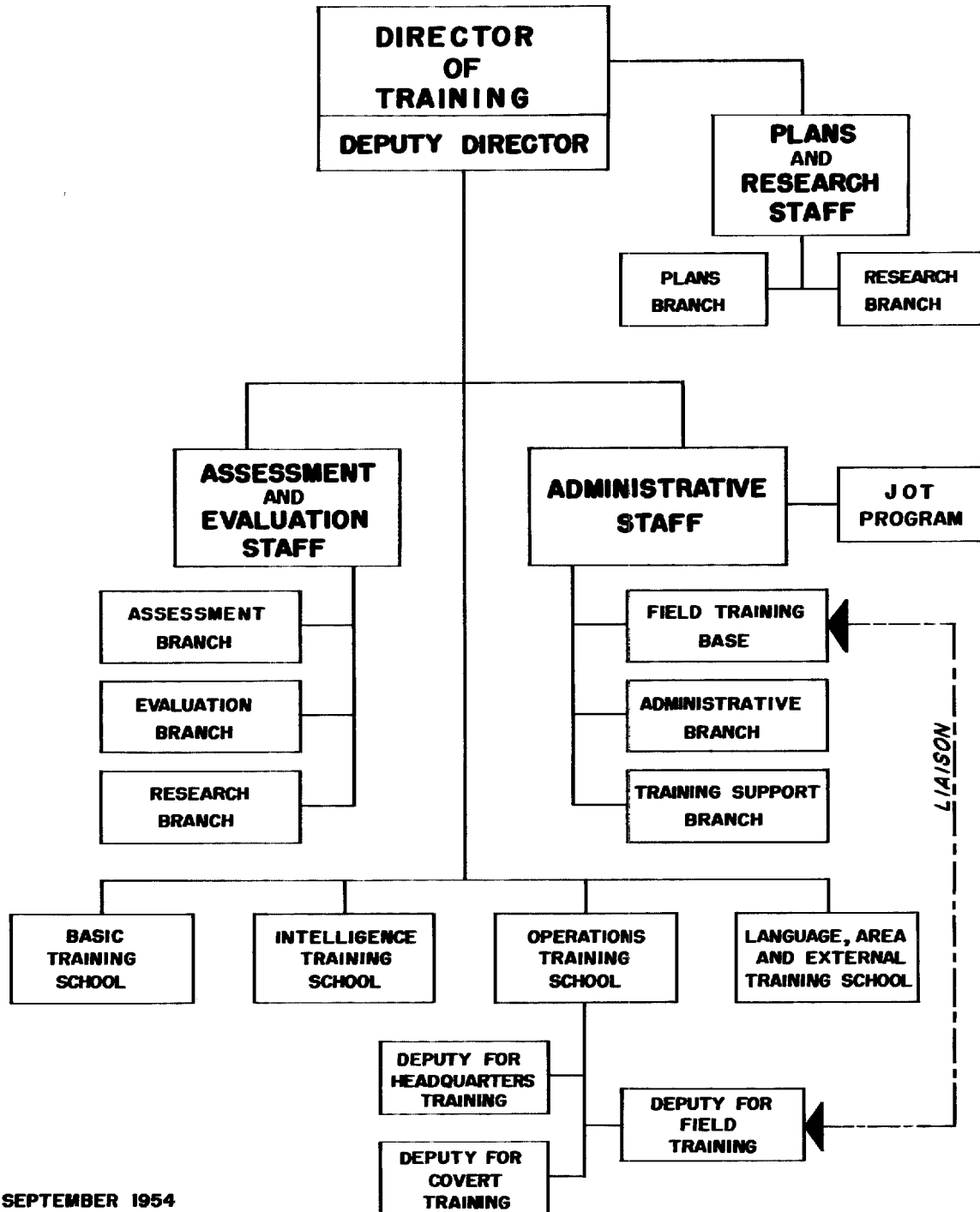
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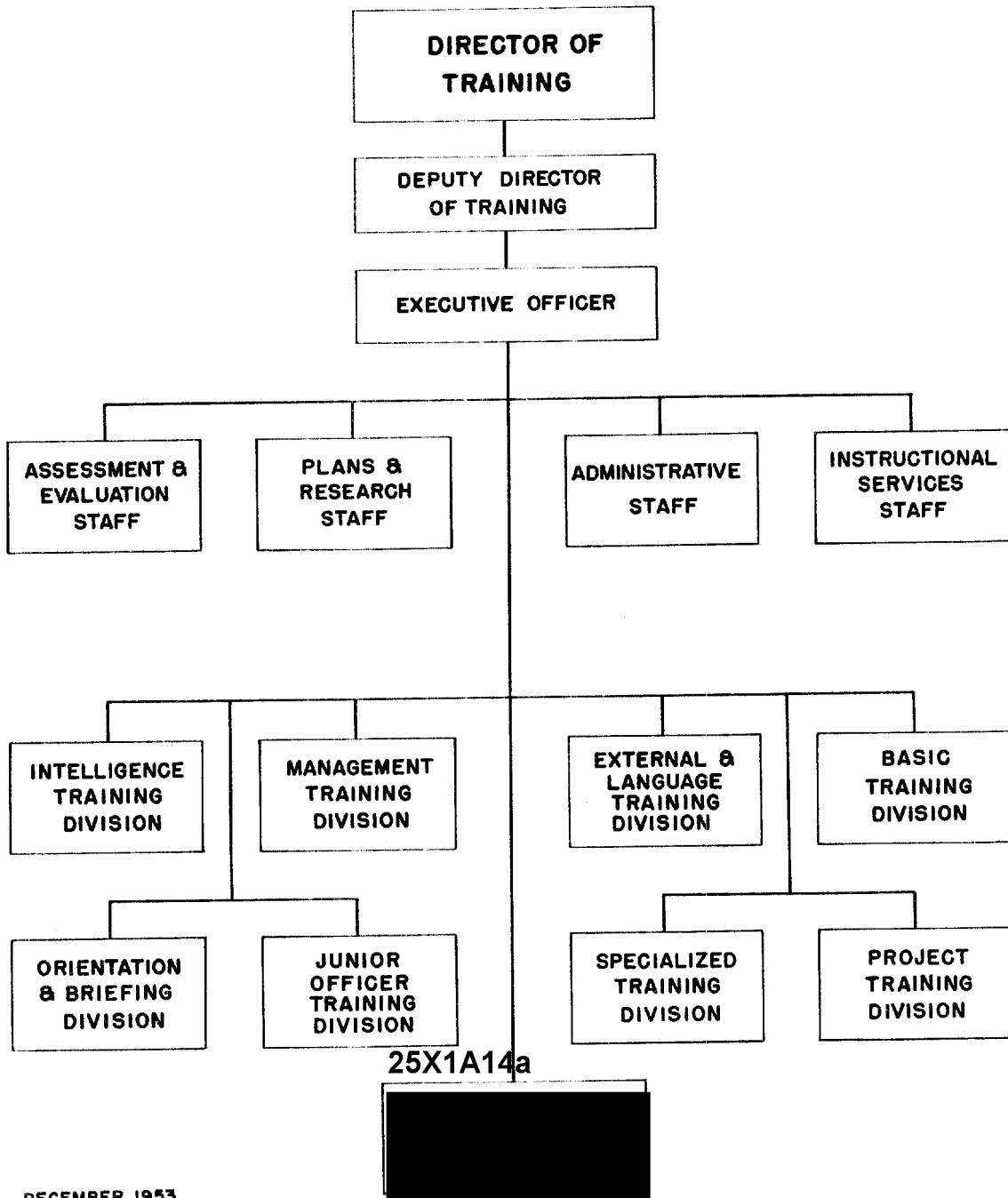
## ORGANIZATIONAL STRUCTURE OFFICE OF TRAINING



1 SEPTEMBER 1954

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## ORGANIZATION OFFICE OF TRAINING



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HISTORY AND ORGANIZATION

The Office of Training was established on 2 January 1951 as an independent Office reporting directly to the Director of Central Intelligence and to his Deputy.

Prior to 1951 there was no Agency-wide training activity. Training was limited to tradecraft subjects designed to meet the specific requirements of personnel of the covert offices, then OSO and OPC. The training activity itself was a function of the Training Division and received financial support from OSO.

With the establishment of the Office of Training, the training concept was broadened to include training for all categories of CIA personnel and for all CIA activities, covert and non-covert. It now includes the use of any external facilities in the United States or overseas required to meet the total training requirements of CIA.

From January 1951 to December 1953, the Office of Training consisted of two major components: Training (Special), serving the clandestine services; and Training (General), serving the non-covert offices.

The reorganization, effective 1 September 1954, was decided upon to decentralize the command structure, provide greater flexibility, and avoid duplication of effort.

The Office of Training is in every sense a service organization for all the offices of CIA. Its basic purpose is to improve the capability of personnel to serve the Agency. All new personnel must be considered laymen in the field of intelligence, no matter what their professional or substantive qualifications. They must be taught new knowledge, new substantive concepts, and new skills and techniques, by means of which their particular competence may be related to the field of intelligence.

Requirements for training come to the Office of Training through constant liaison with the training representatives of each major component of CIA. They are developed by an interchange of information which includes long-term training schedules, weekly data on known enrollment, and allocation of quotas for over-subscribed courses.

To carry out the responsibilities of the Director of Training, the Office of Training is organized into three staffs and four schools.

MISSION

The Office of Training is charged with the development, direction, and conduct of CIA training programs and determination of requirements for CIA training facilities in the United States; and with providing for CIA participation in training programs at external training facilities, public and private, in the United States and overseas, under provisions of Public Law 110 (81st Congress, 1st Session).

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OFFICE OF TRAINING

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APPENDIX A

A photographic presentation of the training activities of the Office of Training is contained in Appendix A.

OFFICE OF TRAINING

VOLUME I

APPENDIX A

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